

# CITY OF LONG BEACH



BUSINESS LICENSE SECTION  
333 West Ocean Boulevard  
Long Beach, CA 90802

Telephone: 570-6211

## TRANSIENT OCCUPANCY TAX EXEMPTION CERTIFICATE

Long Beach Municipal Code: Section 3.64.040 EXEMPTIONS

- (a) Any person as to whom, or any occupancy as to which, it beyond the power of the City to impose the tax herein provider.
- (b) Any Federal or State of California officer or employee when on official business.

Provided, however, that no exemption shall be granted under subsection (a) or (b) of this section except upon claim therefor made at the time rent is collected and under penalty of perjury, upon a form prescribed by the Business License Section.

To \_\_\_\_\_  
(NAME OF HOTEL/MOTEL) (ADDRESS)

This is to certify that I, the undersigned, am a representative of the Governmental Agency indicated below; that the charges for the occupancy at the above establishment on the dates set forth below have been, or will be, paid for by such Governmental Agency; and that such charges are incurred in the performance of my official duties as a representative or employee of such Governmental Agency.

DATES OF OCCUPANCY \_\_\_\_\_

\_\_\_\_\_  
(GOVERNMENTAL AGENCY) (SIGNATURE OF REPRESENTATIVE) 19  
(DATE)

Location of Home Office \_\_\_\_\_

**NOTE:** Operators of Hotels/Motels should not accept this certificate unless the person presenting it shows satisfactory credentials. A separate exemption certificate is required for each occupancy and for each representative.

**ALL RECORDS SHALL BE RETAINED FOR A PERIOD OF TWO YEARS.**